



Job Description

Job Title:	Facilities Assistant
Department:	Facilities
Contract Terms:	Part-time – 18 hours per week
Salary:	£10,736.67
Location:	ellenor, Coldharbour Road, Gravesend, DA11 7HQ
Responsible To:	Maintenance Supervisor
Accountable To:	Director of Operations

About Us:

ellenor Hospice is a specialist palliative care provider for adults and children in Dartford, Gravesham and Swanley. The organisation has an in-patient ward, at the Hospice in Northfleet, comprehensive adult and children and young people's community services and a range of out-patient and wellbeing services all supported and delivered through a multi-disciplinary team (MDT).

Role Purpose:

The role will include assisting the Facilities Supervisor to ensure a safe environment for patients, the public, staff, volunteers, and external contractors.

The Facilities Assistant will be responsible for undertaking work as required to ensure efficient and effective maintenance of buildings, and plant equipment for the organisation's sites.

Internal Key relationships

- Retail Shop management
- Distribution Team
- In-patient ward team
- Volunteers

Duties and Responsibilities:

The duties outlined below are not definitive and may be changed in accordance with the changing needs of the organisation.

Strategic Responsibilities

To assist the Facilities Supervisor to ensure that there is minimal disruption to service across multiple sites.

Operational Responsibilities:

- Testing and visual inspection of all of the Organisation's equipment within the agreed timeframes ensuring to complete all corresponding documentation.
- Undertake regular monitoring of systems e.g. central heating and domestic hot water. Ensuring records are maintained in line with the agreed practice.
- Perform appropriate repairs per the maintenance jobs list, ensuring tasks are completed within the agreed timeframes.
- Refurbishment and refits of the sites under a planned redecoration programme. Including but not limited to, painting, furniture and office moves, floor laying and other general maintenance tasks.
- Monitor firefighting equipment; Execute fire alarm tests, recording these as per the agreed requirements.
- Undertake onsite maintenance of portable oxygen facilities, ensuring constant supply and change of cylinders in line with the safe systems of work.

Service Delivery:

To proactively act on issues raised reporting any health & safety hazards or potential hazards to the Head of Governance and Compliance.

Governance:

- Ensure all governance and compliance are regularly followed across all sites.
- To lead as an ambassador for health and safety across all sites checking safety standards once tasks are completed.

Health and Safety

The post holder has the responsibility to take reasonable care of self and others in relation to managing risk, health and safety and will be required to work within the appropriate policies and procedures.

General:

- Adapts and develops in line with the changing needs of the role.
- Acts as an ambassador for **ellenor** to raise the profile of the organisation at a local, regional and national level, as required,
- To maintain up-to-date mandatory and essential to role training as directed by the organisation. Attending statutory and specialised training when required.
- Works flexibly across sites and departments from time to time as requested by the line manager.
- To be aware of the philosophy and staff values of ellenor and to behave as a fit representative.
- Attend meetings pertinent to the role and at the request of the Facilities Supervisor.
- Keep up to date with current legislation, as appropriate, e.g. Pat testing and COSHH.
- Drive the company vehicle as necessary, ensuring any issues with the vehicle or your licence are communicated and reported as soon as reasonably possible (e.g. fines, points, disqualification).
- To follow all company policies and procedures.

This job description is not intended to be restrictive but is an outline of the main duties of the role.

The job description will be reviewed periodically to consider developments in the organisation, department, or role.

Postholder's Name

Postholder's Signature Date

Manager's Name

Manager's Signature Date

Person Specification
Facilities Assistant

	Essential	Desirable	Application/ Interview
Education and Qualifications			
Qualified to GCSE Level with English and Maths Grade 5 or above and/or equivalent qualification	x		A
Experience			
Demonstratable experience working within a multi-site environment.	x		A/I
Experience working in a maintenance/repair role.	x		a
Knowledge and Skills			
Good problem-solving, organisation and planning skills with the ability to manage and prioritise workload.	X		A/I
A full clean UK Driving Licence.	x		A/I
Personal Characteristics and Qualities			
Integrity, discretion, and ability to respect confidentiality.	x		A/I
Positive, self-motivated, and committed to achieving results.	x		I
Flexibility and adaptability to change.	x		I
Resilient and able to work in a fast-paced and evolving environment.	x		I